

Leamington Mennonite Home  
Long Term Care

**EMERGENCY MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Code Silver – Armed Intrusion	<b>SUBJECT:</b> Armed Intrusion	<b>SECTION:</b> M <b>POLICY:</b> 1
<b>DATE:</b> June 27, 2022	<b>Administrator's Signature:</b> 	

**ARMED INTRUSION**

**POLICY:**

In the event of an intrusion by an armed person, an active shooter, or a hostage taking incident, Code Silver procedures will be enacted to prompt an appropriate response in accordance with the Home's Code Silver Emergency Plan.

Note: Code Silver will not result in other staff coming to assist, as it is designed to keep people away from harm. Police will be contacted as soon as Code Silver is called. When a Code Silver is initiated, all staff will make every reasonable effort to protect themselves, residents, visitors, and others in their immediate area, following the procedures set out below.

**PROCEDURE:**

Any person who becomes aware of an intrusion by an armed person, an active shooter, or a hostage taking incident will:

- 1) Call 911 as soon as possible. Be prepared to provide the Home's address, name, contact information, and any other relevant information.
- 2) Announce/communicate Code Silver and location.
- 3) Notify the Administrator or Nurse in charge of the building as soon as possible.

**Staff who are in the immediate area of Assailant**

Do NOT attempt to engage the assailant. This includes verbal and physical attempts do deescalate the situation.

- 1) Remain calm and evacuate:
  - Do not confront a person with a weapon
  - Do not attempt to remove wounded persons from the scene
  - If possible, assist others to leave the area and redirect those trying to enter
  - Evacuate if able and safe to proceed
    - Only evacuate if you are close to an exit and can get there safely, without attracting attention
    - Have an escape route and plan in mind
    - While evacuating, keep hands visible at all times (not to be mistaken for the shooter)
    - Leave any belongings behind

- 2) If unable to evacuate, hide:
  - Use rooms with doors that lock
  - Barricade the door with heavy furniture
  - Silence your cell phone and turn off any sources of noise (e.g. radios, televisions, etc.)
  - Hide behind large objects (e.g. cabinets, desks, walls, etc.)
  - Remain quiet and low to the ground
- 3) Survive:
  - Fight only as a last resort and only if your life is in imminent danger
  - Attempt to disrupt and/or incapacitate the assailant by: Acting as aggressively as possible against them, throw items and improvising weapons, yelling, commit to your actions
  - If others are available, work together to distract and attack the assailant as fiercely as possible
- 4) Call Administrator or Nurse in charge of the building as soon as possible:
  - Tell them to initiate Code Silver
  - Give as much information as possible, including:
    - Location of the assailant(s) (current, last known, and/or direction headed)
    - Type of weapon(s)
    - Description of the assailant(s)
    - Any comments or demands made by the assailant
    - Information on victims and/or hostages
    - Any other information you feel may be relevant
  - Remain on the line, and follow instructions of the Administrator (stay as quiet as possible)

### **Staff who are in the areas near the Code Silver location**

- 1) If you can leave safely, evacuate:
  - Remain calm and follow Police/Security direction, if available
  - Quickly leave the area, evacuating as many residents and other people as possible
  - Redirect any people entering the area to evacuate to a safe location
  - Move to a safe, pre-determined meeting point (if possible)
  - Supervisors: once at meeting point, perform a head count to determine if your department is accounted for
- 2) If you cannot leave safely, hide:
  - Protect yourself and individuals in your area by quickly and quietly:
    - Closing doors, locking, and barricading yourself and others inside (where possible)
    - Positioning people out of sight and behind large items that offer protection. (e.g. behind desks, cabinets, and away from windows)
    - Silencing personal alarms, mobile phones and other electronic devices (e.g. TVs, Radios, etc.)
    - Turning off monitors and screens (where possible) to reduce backlighting
    - Instructing others, who are capable of assisting, to do the same with other resident rooms (i.e. visitors may assist with the resident they are visiting)
  - If able and safe to do so, call 911 to report where occupants are hiding
  - Do not use the telephone unless directly related to the Code Silver. Medical Emergency Codes will not be called for victims of the assailant until the incident site is secured by Police

- Hide in place until “Code Silver, All Clear” is announced
- If the assailant enters your work area, contact 911 if it is safe to do so

### **Staff who are in other locations within the building**

- 1) Do not attempt to return to your department.
- 2) Follow the instructions of the Charge Nurse/Supervisor in your current location.
- 3) Lock down all external doors and doors between areas.
- 4) Stay where you are, protecting yourself and assisting others in your area, if possible.
- 5) Divide into small mixed groups of staff, residents, and visitors. Hide in resident rooms, meeting rooms, bathrooms, offices, etc.; wherever is available and safe to do so.
- 6) Advise residents, visitors, and others to hide; ask them to remain calm, quiet, and to avoid using their phones, any other electronic device, or posting to social media
- 7) Move away from exposed windows, walls, and doors. Cover interior windows if able. Lay on floor, under/behind furniture. If possible, hide against the wall that is on the same side as the door into the room. The room must appear empty.
- 8) Minimize movement within the area to essential, safety-related matters.
- 9) Silence personal alarms, mobile phones, and other electronic devices.
- 10) Do not use the telephone unless directly related to the Code Silver incident.
- 11) Supervisors: Once lockdown of the area is complete, and only if safe to do, perform a headcount.
- 12) Police must approve all movement throughout the building, until the Code Silver has been cleared. This includes responding to other codes and resident care needs.

The Administrator will:

- 1) Call 911 immediately and inform them of the details.
- 2) Initiate Building Lockdown procedure.
- 3) Warn others in the immediate area of danger and prevent anyone from entering the area.
- 4) Delegate a person, if safe to do so, to meet the police at the front door and provide information required (i.e. location, weapon, hostage, etc.).
- 5) Ensure that any victims receive medical treatment if it can be provided without putting anyone else in danger.
- 6) Take direction from police upon their arrival.

### **Upon arrival of police**

Law enforcement personnel are the primary responders and will assume control in any Code Silver response.

Do not interfere with the Police Officers by delaying or impeding their movements: The Police are there to stop the threat as soon as possible. Officers will proceed directly to the area the assailant was last seen or heard. The first officers at the scene will not stop to assist injured individuals.

Police Officers will be responding with the intent to use a required level of force to diffuse the situation. Ensure you do not present yourself as a threat to them:

- Drop any items in your hands (e.g. bags, jackets, etc.)
- Immediately raise hands and always keep them visible
- Remain calm and follow Officers’ instructions; avoid screaming and/or yelling
- Avoid making quick movements toward Officers
- Do not attempt to grab hold of an Officer
- Do not stop to ask Officers for help or direction when evacuating: Proceed in the direction

from which Officers are entering the area or take direction from Administrator

Police Officers may:

- Be wearing normal uniforms or tactical gear, helmets, etc.
- Be armed with rifles, shotguns and/or handguns
- Use chemical irritants or incapacitating devices (e.g. pepper spray, stun grenades, tasers, etc.) to control the situation
- Shout commands and may push individuals to the ground for their safety

Rescue teams comprised of additional Officers and emergency medical personnel may follow the initial Officers when it is safe to do so. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the area.

Once you have reached a safe location, you will likely be held in that area by Police until the situation is under control and all witnesses have been identified and questioned. Do not leave the safe location until Police have instructed you to do so.

### **Recovery**

Police will advise the Administrator (or designate) when it is safe to end the Code Silver.

- Once the Police have said it is safe to do so, announce "Code Silver, All Clear"
- Staff should return to their work area for debriefing. Staff from the affected area should go to a designated meeting point.
- The Home should consider how to address any operations that may not be immediately available post-incident. This may occur if the affected area is secured for investigation, or if damage to facilities and equipment inhibits their use.
- As soon as possible, the Emergency Response Team should conduct a debriefing, including participation of any responding law enforcement and internal security personnel.
- As part of the recovery process, the location will consider the physical and mental health needs of all staff, residents, visitors, and families. Support will be provided, utilizing existing and additional identified programs (e.g. Employee & Family Assistance Program, individual and group counselling, and workers compensation, as necessary.)
- Staff should speak with their supervisor regarding any specific concerns, needs, or considerations.